

## **TENNESSEE CORRECTIONS INSTITUTE BUSINESS JUSTIFICATION**

### **I. Executive Summary**

The Institute is divided into two divisions. Division A consists of the Detention Facilities Specialists. Division B is the Administrative staff.

### **II. Business Justification and Assessment**

Division B, the administrative staff, consists of an Executive Director, an Assistant Director, one ASA3 that is responsible for the budget, payroll, personnel, Accounts Payable, Accounts Receivable and purchasing. One Administrative Assistant 2 that is responsible for all of the inspection reports that come in from the Specialists and all of the correspondence from the Executive Director. One Administrative Secretary that is responsible for all of the training records that are sent in by the Specialists after they conduct training classes across the state. She is responsible for all of the correspondence that notifies the facility employees of the training they have had or will have. These positions could not possibly share duties because of the great volume of work that they are responsible for. The Specialists or “field people” in Division A each have a certain number of local facilities in an assigned region of the state that they are responsible for inspecting, giving technical assistance to and training the corrections officers that are employed in these facilities. If one of the Division A employees (specialists) were to take the buyout we would redistribute the state at that time and each one would have a new region of the state to cover.

As a result, we decided to offer the four eligible Division A employees to be included in the Voluntary Buyout program.

**III. Information for F&A Budget**

(Spreadsheet attached)

Jerry Abston \_\_\_\_\_  
Executive Director

Date \_\_\_\_\_